



# The Villages of Westcreek Owners Association, Inc.

## BOARD MEETING AGENDA

July 19, 2018

7:00 P.M.

VWOA Community Center

The Board of Directors executive session will precede the open board meeting starting at 6PM in the conference room at the Community Center.

1. Call to Order and Pledge of Allegiance -
2. Approval of previous Board Meeting Minutes
3. Homeowner forum-3 minutes per lot.
4. Department Reports
  - a. Community Manager
  - b. Community Activities
  - c. Maintenance
  - d. Standards
5. Committee Reports -
  - a. Architectural Review Committee
  - b. Communications Committee
  - c. Finance Committee
6. Unfinished Business -
  - a. Restrooms for Sports Park OPEN – Changed - Out for re-bid
  - b. Speed Bumps on Sage Run OPEN – Pending funding from County
  - c. Lack of crosswalk for Grosenbacher and Military Drive West
  - d. Sports Park lighting
  - e. Playground surfacing repairs
  - f. Pool early closures
  - g. Septic issues behind Dezerae
7. New Business -
  - a. Setting up the Strategic Planning Committee
  - b. Set date for Town Hall Meeting
  - c. Standing up the SARC (appoint a chair)
  - d. Discuss Reinstating National Night Out and other events for the adult community members
  - e. Starting a Grant Program in 2019 (for scouts, school organizations, etc.)
8. Executive Session(s) Result
9. Next Meeting August 16 at 7 PM
10. Adjournment

*The Villages of Westcreek Owners' Association, Inc. Est. 1994*

**Regular Meeting of the  
Board of Directors  
Villages of Westcreek Owners' Association, Inc.**

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 7:00 pm, on Thursday, 19 July 2018. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda.

Board Members Present:

Richard Gentry, President

Judi Cannon, Treasurer

Heather Malia, Vice President (via phone)

John Steele, Secretary

Board Members Absent:

Brad Cleveland, Asst. Secretary

Staff Present:

Name	Position	Name	Position
Mike Hunsucker	Community Manager	Jason Dunbar	Community Activities
Charlie Sullivan	Standards	Jamie Esquivel	Maintenance Contracto

Members Present:

Sign in sheet was misplaced, no list of members attending is available

Guests Present:

None

**II. REVIEW/APPROVE PREVIOUS MINUTES:** The meeting minutes for the 21 June 2018 Regular Monthly Meeting were unanimously approved as written.

**III. MEMBER/GUEST FORUM:**

President opened the Members' Forum. The following members spoke:

- a. No homeowners addressed the Board

**IV. DEPARTMENT REPORTS:**

- b. Community Manager Report: A written report was provided and is attached to these minutes. The County has begun repairing the clock tower island power and water. The County has installed a new traffic island on Westcreek View.
- c. Community Activities: A written report was provided and is attached to these minutes. Fall Fest preliminarily schedule 27 October 2018. Proposed a San Antonio Missions Westcreek Night with group sales with a minimum of 20 tickets and requires a deposit for \$190 (to be recouped from sales of tickets). Motion by treasurer and seconded by the president to cover the deposit of \$190.00 until it is recouped from ticket sales to HOA members and was APPROVED unanimously.
- d. Maintenance Department: A written report was provided and is attached to these minutes.
- e. Standards Department: A written report was provided and is attached to these minutes.

**V. COMMITTEE REPORTS:**

- a. Architectural Review Committee. A written report was provided and is attached to these minutes.

- b. Communications Committee. A written report was provided and is attached to these minutes. The Committee recommended the most recent 12 months of BOD Minutes be kept on the VWOA Website and the previous Minutes will be stored on the Spectrum Portal and VWOA server. Motion made by secretary and seconded by treasurer; the motion was APPROVED unanimously.
- c. Finance and Reserve Fund Committee: A written report was provided and is attached to these minutes. The treasurer explained the financial reports spreadsheet to the community and Board.

#### **VI. UNFINISHED BUSINESS:**

- a. Restrooms for Sports Park: OPEN – Changed - Out for re-bid
- b. Speed Bumps on Sage Run: OPEN – Pending funding from County
- c. Crosswalk at Grosenbacher Road and Military Drive: County will not install a crosswalk because the guardrail is not permanent, the County is waiting for the Grosenbacher extension to address the crosswalk. Community manager investigating the potential to install a wooden ramp as a temporary fix. -- OPEN
- d. Sports Park lighting: Proposal for 2 new fixtures on back side of tennis court to light the overflow parking lot. Motion made by treasurer and seconded by vice president, the motion was APPROVED unanimously for \$3990.00. Motion made by the vice president and seconded by treasurer for 8 tree lighting to be replace the out of repair lights and replace them for \$6725.00 was APPROVED unanimously. Additional pole lighting around walking track to include 5 poles and 15 LED lights for \$49,225.00 and an additional upgrade to 246 watts for an additional \$2,250.00. A motion was made by the treasurer and seconded by the president for \$51,475 plus sales tax – OPEN
- e. Playground resurfacing: TABLED
- f. Handicap picnic table in Sports Park: TABLED until more information is provided.
- g. Water bottle fountain: TABLED
- h. Homeowners issue of the pool being closed fifteen minutes was an error and has been addressed. – CLOSED
- i. Septic Tank fumes not detected by the staff. CLOSED

#### **VII. NEW BUSINESS:**

- a. Setting up the Strategic Planning Committee: TABLED
- b. Town Hall Meeting date: the Board recommended Saturday, 18 or 25 August to be held in place of a Board Meeting for August.
- c. Standing up the SARC: the president announced the need for a chair for the SARC and a talent search will be conducted: TABLED
- d. National Night Out is 2 October 2018: The Board reinstated this event for this year and tasked the Community Activities Manager to plan the event.
- e. Proposal for a grant program in 2019 for youth organizations. Requires more information and details: TABLED.
- f. Proposal for an Eagle Scout Project to install borders around the workout stations in the Sports Park was discussed. The Scouts will provide additional information via email for Board consideration: TABLED.
- g. Proposal by the treasurer to amend the standards to allow homes along 1604 to replace the 8 foot fence and pillars with the standard 7 foot fence as required for all other lots. Requires further investigation if the CC&Rs require the fence line to remain as it is. TABLED

#### **VIII. EXECUTIVE SESSIONS RESULTS for 19 Jun 2018:**

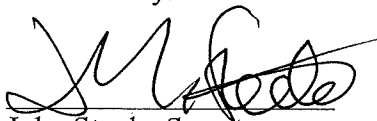
- a. Pool monitor work schedule is being addressed by the Community Manager by direction of the Board.

- b. Hole in fence that resulted from the vehicle driving into it. The driver's insurance will not cover the repairs at this time. Motion made by treasurer and seconded by vice president to have the HOA repair the fence due to its visibility in the community and bill the driver and if necessary take legal action for cost recovery was APPROVED by unanimous vote.
- c. Two administrative assistants received a pay raise for completion of their probational period and the administrative employee who has worked here for over eight years also received a raise for the additional responsibilities she has been accomplishing.
- d. Pool schedule: The Board decided to close each pool on alternate days for one day a week to support cleaning and maintenance. The pools are struggling to keep up with the high usage.

**IX. SCHEDULE THE NEXT MEETING:** A Town Hall is proposed for 25 August 2018; an alternate date of 18 August was considered but a private function prevented that selection. The next regular meeting will be held on Thursday, 20 September 2018, at 7:00 pm in the Community Center.

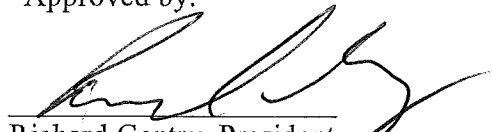
**X. ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 8:44 pm.

Attested by:

  
John Steele, Secretary

Date: 20 Sep 2018

Approved by:

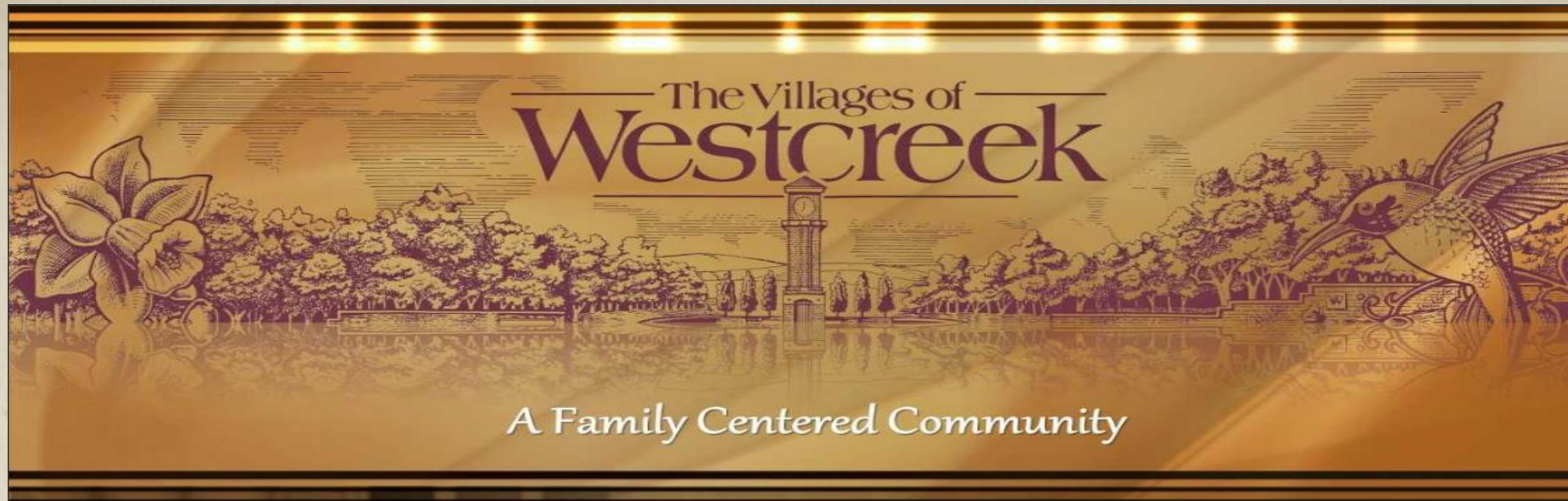
  
Richard Gentry, President

Date: 20 Sep + 18

Posted in the VWOA Book of Minutes and on VWOA website by:

\_\_\_\_\_  
Mike Hunsucker, Community Manager

Date: \_\_\_\_\_



**BOARD OF DIRECTORS MEETING**  
**VWOA COMMUNITY CENTER**  
**JULY 19, 2018**  
**7PM**

**Call to Order-7:00 PM**

**Pledge of Allegiance**



# Minutes

Approval of June Minutes

# Homeowner Forum

## 3 Minutes per lot





# Department Reports

# Community Manager

- A. Work is ongoing with the clock tower island. No completion date has been given.
- B. New island was installed by Bexar County on Westcreek View.
- C. Working on finalizing several Boy Scout projects.
- D. RFID should be ready for testing next week.
- E. Market days was a huge success, we had 21 vendors with interest from 6 more. The visitor count was over 100 people!!!
- F. Looking to get the tree lights redone in the next two weeks



# Community Activities

Working on the new mountain bike trails  
Fields have been aerated, seeded and top dressed

30 days

Fall Soccer Registration

Fall Football Registration

British Soccer Camp July 30 - August 3

Spring Soccer Starts August 6

60 days

Fall Football Registration Continues



# Maintenance Department

## Daily Tasks:

- \* Mowing all needed areas and trim along fence lines and curbs.
- \* Pick up trash along main road ways.
- \* Walk around Community Center for trash and debris.
- \* Clean and hose down sidewalks around building.
- \* Addressing vandalism throughout the community.

Replaced the 1 square and 1 circle irrigation boxes at the MT Wynwood monument

## Mowing:

- \* Mow all needed areas, and trim along fence lines and curbs. Keep weeds down as necessary
  - \* Spraying herbicide for weeds to include along fence lines on major roadways.
  - \* Spraying rock areas for weeds. June 12, 26
  - \* main roads mow June 11<sup>th</sup> -15<sup>th</sup>, 25<sup>th</sup> - 29<sup>th</sup>
  - \*monuments Trimmed
- Tree trimming july 12,13

## Land:

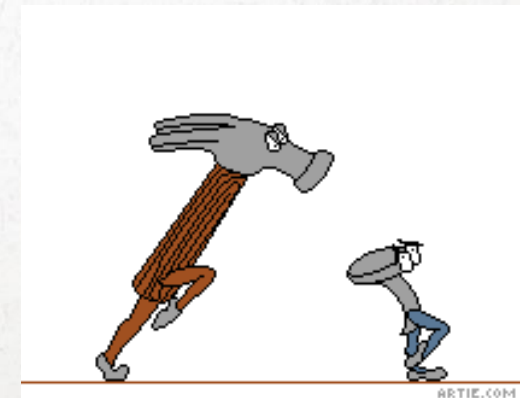
- \* Daily trash pick-up and inspection of property for hazards.
- \* Worked on staining and replacing toe boards throughout the subdivision.
- \* We have been spraying weed on June 12, 26th.

## Park:

- \* Mowing all needed areas and along the creek. Did not mow fields per Mike and Jason
- \* Addressing vandalism. none at this time
- \* Blowing rocks in tot lot and tennis, basketball courts on a Daily Bases
- \* Blowing tot lot and raking under swings to level mulch material On a daily basis
- \* check all trash cans Also checking BBQ pits and empty in park.

## Community Center:

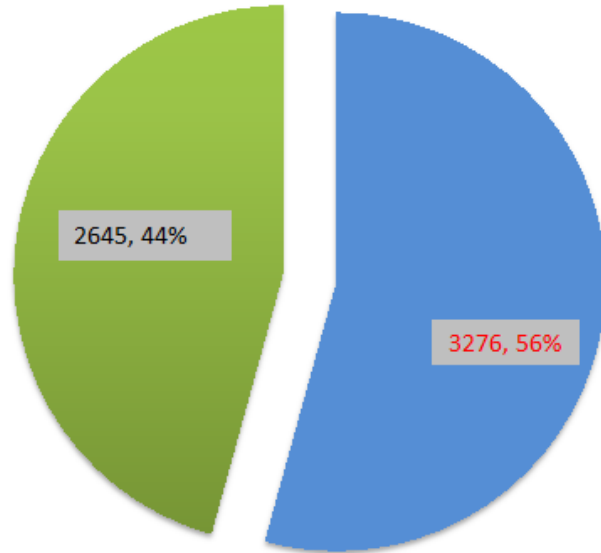
- \* Maintain the centers exterior grounds.
- \* WE picked large big screens TVs from westcreek oaks
- \* installed led lights in foyer
- \* installed Mulch at pool entrance





# Standards Department

**Total Violations**  
(4/10/17 thru 7/18/18)



**All Others -**

Grass/Weeds -  
40%

Fences - 2%

Misc. - 4%

**Trash Cans**





# Committee reports

ARC-Gene Hopkins

Communications-Bill Fenstermacher

Finance and Reserve-Judi Cannon



## VWOA Balance Sheet as of 30 June 2018

	<u>Total HOA</u>		<u>Total HOA</u>
<b>Assets</b>		<b>Liabilities</b>	
Current Assets		Current Liabilities	
Cash in Bank	46,783	Accounts Payable	15,479
Petty Cash	289	Payable to Reserves	10,000
Money Market Accounts	475,018	Payable to Operations	13,616
<b>Total Current Assets</b>	<b>522,090</b>	Salaries Payable	4,205
		Taxes Payable	3,065
Long Term Assets		Deferred Revenues	-
Accounts Receivable	207,895	Prepaid Assessments	268,345
Allowance for Doubtful Accts	(704)	Spectrum Collections Payable	52,016
Due from Operations	10,000	<b>Total Current Liabilities</b>	<b>366,726</b>
<b>Total Accounts Receivable</b>	<b>217,191</b>		
		Long Term Liabilities	
Other Assets		Community National Loan	666,522
Prepaid Insurance	5,142	<b>Total Long Term Liabilities</b>	<b>666,522</b>
<b>Total Other Assets</b>	<b>5,142</b>		
		<b>Total Liabilities</b>	<b>1,033,247</b>
Fixed Assets (Depreciable)			
Equipment	274,166	<b>Association Equity</b>	
Phase II Land/Buildings	2,286,395	Retained Earnings	999,719
Furnishings	18,842	Capital Improvement Fund	244,794
Accummulated Depreciation	(804,532)	Capital Replacement Fund	376,462
<b>Total Fixed Assets</b>	<b>1,774,871</b>	Reserved - Contingency	3,000
		<b>Total Association Equity</b>	<b>1,623,975</b>
<b>Total Assets</b>	<b>2,519,293</b>		
		<b>Total Liabilities &amp; Equity</b>	<b>2,657,222</b>
		<b>Total Net Income/(Loss)</b>	<b>(137,929)</b>

# Financials

Actual to Budget Review				
As of 30 June 2018		Last Month Actual	Year-to-Date Actual	Annual Budget
<u>Operating Accounts</u>				
<b>Revenues</b>				
Assessments		113,294	680,786	1,347,988
Recreation		2,254	32,354	76,800
Pool		1,868	3,631	6,500
Other		1,961	(2,476)	33,500
<b>Total Operating Revenues</b>		<b>119,377</b>	<b>714,295</b>	<b>1,464,788</b>
<b>Expenses</b>				
Administrative Overhead		17,794	81,164	156,300
Maintenance		5,227	62,697	24,300
Insurance & Taxes		2,092	16,824	36,000
Recreation & Community Activities		2,260	35,046	43,000
Payroll		23,982	119,659	176,500
Contracts		58,935	221,027	453,900
Pool		250	91,862	22,000
Other Operating		13,013	27,089	202,115
Transfer to Reserves		(20,000)	80,000	138,023
Capital Improvements				100,000
<b>Total Operating Expenses</b>		<b>103,553</b>	<b>735,369</b>	<b>1,352,138</b>
<b>Net from Operations</b>		<b>15,824</b>	<b>(21,074)</b>	<b>112,650</b>
<u>Reserve Accounts</u>				
<b>Income</b>				
Contribution to Reserves		(20,000)	80,000	200,000
Interest		290	963	0
<b>Total Reserve Income</b>		<b>(19,710)</b>	<b>80,963</b>	<b>200,000</b>
<b>Expenses</b>				
Capital Replacement		0	136,700	
Capital Improvement		0	61,118	
<b>Total Reserve Expenses</b>		<b>0</b>	<b>197,818</b>	<b>0</b>
<b>Net Reserves</b>		<b>(19,710)</b>	<b>(116,855)</b>	<b>200,000</b>
<b>Total Net Income/(Loss)</b>		<b>(3,886)</b>	<b>(137,929)</b>	<b>312,650</b>



# Unfinished Business

- |   |  |
|---|--|
| 1. Restrooms for Sports Park                                  | OPEN – Out for re-bid                  |
| 2. Speed Bumps on Sage Run                                    | OPEN – Still no start date from county |
| 3. Formation of the SARC                                      |  |
| 4. AR for the creation of the SARC                            |  |
| 5. Lack of crosswalk for Grosenbacher and Military Drive West |  |
| 6. Monthly beautification projects                            |  |
| 7. Sports Park lighting                                       |  |

# New Business

1. Setting up the Strategic Planning Committee
  2. Get the Suggestions & Recommendations Committee set up (appoint a chair, etc.)
  3. Set date for Town Hall Meeting
  4. Discuss Reinstating National Night Out and other events for the adult community members
  5. Starting a Grant Program in 2019 (for scouts, school organizations, etc.)
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# Executive Session

1. Met with Texas Pools about renovation.
  2. ARC discussion deferred to open session.
  3. Constable Patrols starting this Saturday
  4. Discussed incident between a homeowner and unacceptable behavior at the Sports Park Pool with several staff members. The Board decided unanimously to suspend the homeowner from use of the community pools for a period of two weeks, effective the date of delivery of the notice of suspension.
  5. The Board voted to send the following accounts to the lawyer for legal action
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Adjournment  
Thank you for attending

